



V.S.R. & N.V.R. COLLEGE-TENALI

AUTONOMOUS # AFFILIATED TO ACHARYA NAGARJUNA UNIVERSITY # NAAC: B
29-1-1, Nannapaneni Nagar, Ithanagar, Tenali.

0866-226961
vsrnvr.ac.in
7416794959

principal.vsrnvr@gmail.com

CODE OF CONDUCT POLICY

PRINCIPAL



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1. The principal is appointed by the chairman of the board of management of the college
2. The principal is the academic head and the executive authority of the college
3. The principal keeps the secretary informed of all matters of general and financial administration
4. He represents the college in all academic institutions like UGC university APSCHE, AIACHE, Xavier board, etc..
5. He is the ex officio member of board of governance academic council finance committee and also chief controller of examinations.
6. He coordinates all the statutory and non statutory committees.
7. He is the authorized person to nominate coordinators, conveners and other administrative functionaries in the administration.
8. He conducts governing body, academic council meetings and he will be assisted by the board of studies and heads of the departments in academics.
9. The principal runs the day to day administration of the college, plans and executes all academic programmes including research, consultancy, certificate courses, and all other academic activities.
10. He closely observe various academic activities like conduct of conferences, seminars, workshops and fests etc. He holds the meetings of heads of the departments to review the academic progress and suggest measures to achieve desired academic outcome.
11. Principal shall also ensure quality assurance and he should be assisted by IQAC coordinator
12. He allots work to the teaching and non-teaching staff in consultation with the correspondent.
13. He supervises the teaching and non teaching staff, monitors attendance of the staff.
14. He closely monitor the class work as per the time tables
15. He facilitates co-curricular and extracurricular activities, admits students in accordance with the policy of government and the management council.
16. Maintains discipline of staff and students.
17. The principal is responsible for the efficient functioning of the heads of departments and the faculty and evaluate their performance.
18. He maintains the movements register of staff.
19. He evaluates the performance of teaching and non teaching staff in each department.
20. The principal is directly responsible for the composition and functioning of various bodies and committees under autonomy. He implements and follows up the statues of autonomy in tune with the recommendations of autonomy review committees.
21. He is also directly responsible for quality sustenance and quality enhancement in the institution as per the NAAC guidelines.
22. The principal is the incharge of financial administration of the college. He prepares the annual budget for the college and gets the approval of board of management.
23. He forward monthly salary bills of staff and counter sign all kinds of scholarship bills in respect of the students of the college.
24. The principal is official incharge of the hostels. He delegates the powers to the warden.